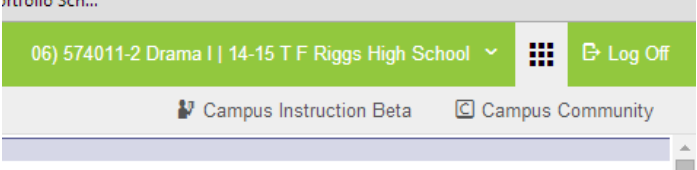

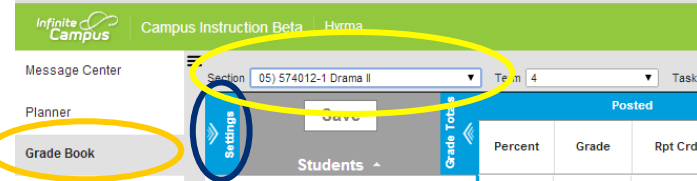
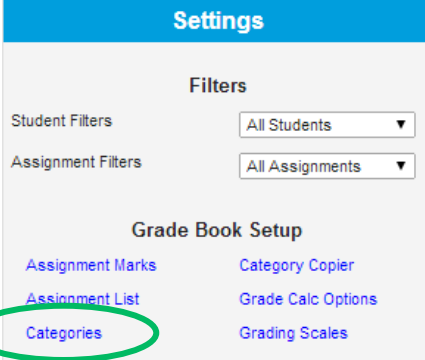
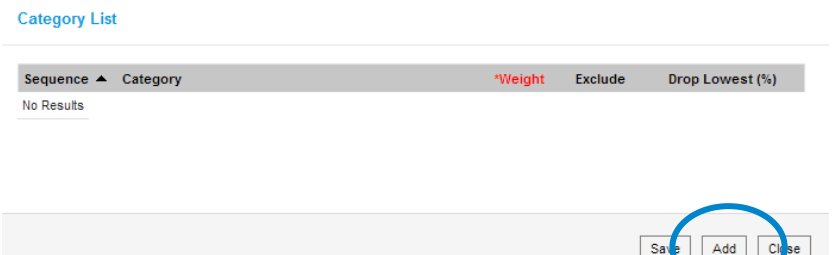
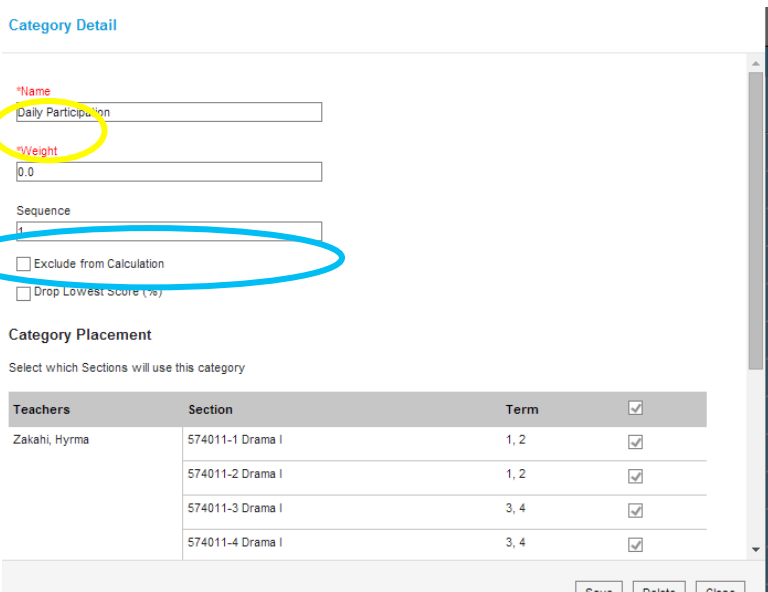


## Total Points Gradebook setup 2014 -15 school year

	<p>To open Campus Instruction, 1.) click the “app switcher”  &amp;</p> <p>2.) select <b>Campus Instruction Beta</b> in the menu that opens.</p>
	<p>3.) Click on <b>Grade Book</b>.</p> <p>4.) Choose the correct <b>Section</b> (class)</p> <p>5.) Then click on the expansion arrows entitled <b>Settings</b>:</p>
	<p>You will get a screen that looks like the one on the left:</p> <p>6.) Click on <b>“Categories”</b></p>
	<p>7.) Click on the <b>Add</b> button.</p>
	<p>8.) Fill in the <b>Name</b>, <b>Weight</b> (if you do total points - leave this part blank.) and <b>Sequence</b> (the order you want the categories to appear on reports, on the spreadsheet in your gradebook, etc...)</p> <p>Click the sections you wish to include.</p>

Select which Grading Tasks will use this category

Grading Task	
2nd Quarter Mid-term	<input type="checkbox"/>
4th Quarter Mid-term	<input type="checkbox"/>
Quarter Grade	<input checked="" type="checkbox"/>
Semester Grade	<input type="checkbox"/>
Semester Test	<input type="checkbox"/>

Save Delete Close

9.) Check the **Term – Quarter Grade**

10.) Click the **Save** button

Note – IF you use just one category named “Grades” then you can also add the category to the “Semester Test” Grading task and save yourself some steps later on.

To set the grading scale for all classes, you need to go into each section to do this:

Infinite Campus Campus Instruction Beta Hyrna

Message Center

Planner

Grade Book

Settings

Save

Students

Grade Totals

Posted

Percent Grade Rpt Crd Co

11.) click on the expansion arrows entitled

**Settings:**

Settings

Filters

Student Filters All Students

Assignment Filters All Assignments

Grade Book Setup

Assignment Marks Category Copier

Assignment List Grade Calc Options

Categories Grading Scales

You will get a screen that looks like the one on the left

12.) Click on **“Grade Calc Options”**

Grade Calculation

This section requires one or more of the following:

- Creation of new records based on changes in the Course/Section
- Removal of duplicate records (this is not common)

Click Continue to process the required records and open the Grade Calculation Options.

Continue

13.) Click **“continue”**

Note - You may only get this screen in your first class.

Grade Calculation

Grading Tasks

Term	Grading Task	Composite	Calculation
1	Quarter Grade	<input type="checkbox"/>	Fill Calculation Type In Progress Grade No Calculation In Progress Grade Riggs (5 letters) <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
2	2nd Quarter Mid-term	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale Riggs (5 letters) <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value

Save Close

14.) Click the down arrow below ***"Fill Calculation Type"***

15.) Select ***"In Progress Grade"***

This will open up the ***"Grading Scale"*** option

Grade Calculation

Grading Tasks

Term	Grading Task	Composite	Calculation
1	Quarter Grade	<input type="checkbox"/>	Fill Calculation Type In Progress Grade *Grading Scale: Riggs (5 letters) <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
2	2nd Quarter Mid-term	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale

Save Close

16.) Choose ***"Riggs (5 Letters)"***

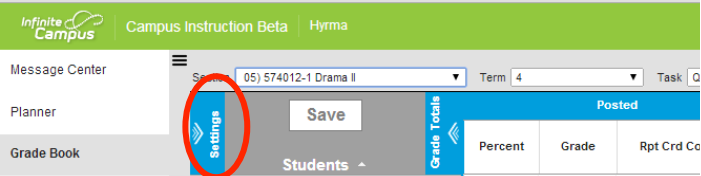
This action should put those two choices beside

1 Quarter Grade  
 2 2<sup>nd</sup> Quarter Mid term  
 And as you scroll  
 2 Quarter Grade  
 2 Semester Grade  
 2 Semester Test Grade.

17. Click the ***"Save"*** button.

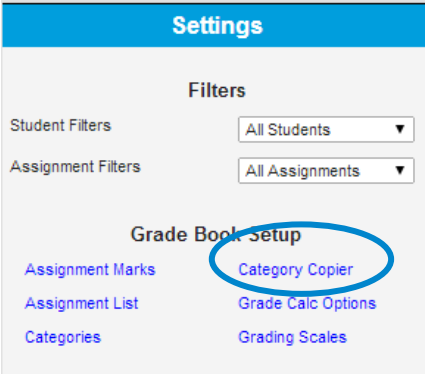
REPEAT steps 11-17 for each class / each section both 1<sup>st</sup> and 2<sup>nd</sup> semester.

If you would like to Copy your categories from the 1<sup>st</sup> class you set up to a different class, then follow the steps #18-24



18.) click on the expansion arrows entitled

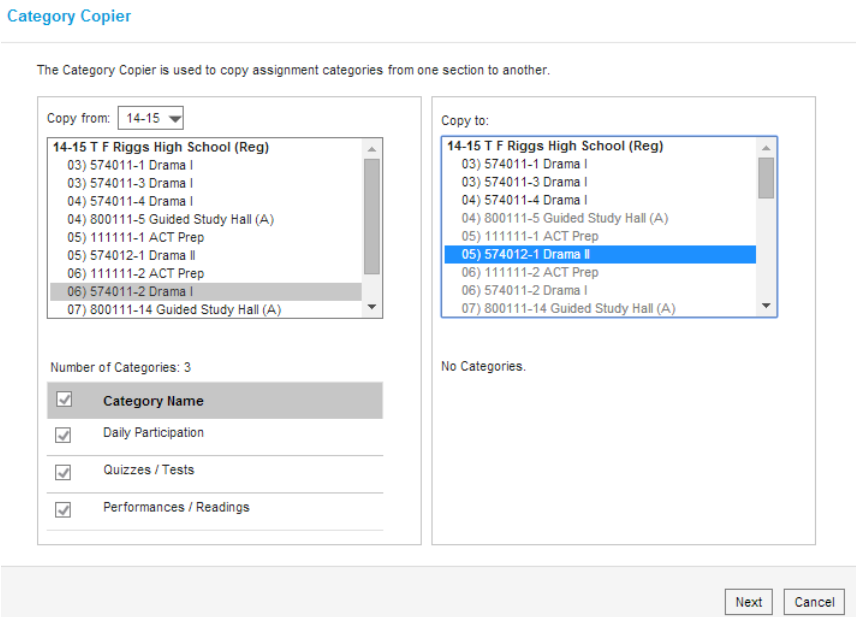
**Settings:**



You will get a screen that looks like the one on the left:

19.) Click on

***“Category Copier”***

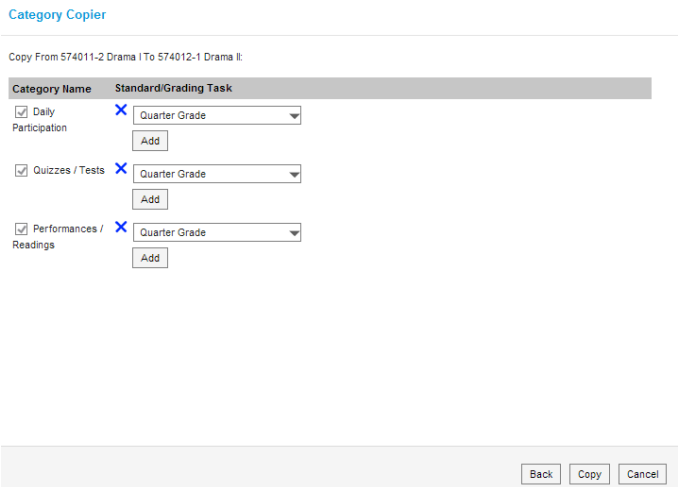


20.) On the left find the section that you wish to copy “FROM”

Below the selection you should find the categories listed (Daily Participation, Quizzes / Test, Performances / Readings).

21.) Then find the section you would like to copy “to”....

22.) And click “Next” button



23.) Check that you are copying the categories you would like to the “Quarter Grade”

24.) Click “Copy” Button